

State of Mississippi



Department of Insurance  
OFFICE OF THE FIRE MARSHAL

MEMORANDUM

**TO: INSTALLER/TRANSPORTERS AND SALES PERSONNEL**

**FROM: RICKY DAVIS  
STATE CHIEF DEPUTY FIRE MARSHAL**

**DATE: JULY 9, 2013**

**RE: SALES AND SET-UP EDUCATIONAL SEMINAR**

The Factory-Built Home Division of the State Fire Marshal's Office has been authorized to conduct four (4) one-day Factory-Built Home Continued Education Seminars (at no cost to the attendees) for installer/transporters (owners and all employees), salespersons and other interested personnel. **These seminars are for renewal of licenses only. Each class is limited to 50 attendees. All attendees must be pre-registered to attend the Seminar and receive a Certificate.**

These seminars will be held on the ensuing dates at the following locations **(dates and locations are subject to change):**

<b>September 25, 2013</b>	Wednesday: <b>Itawamba Community College, Tupelo Campus; Tupelo, MS</b> (limited to 50 attendees)
<b>October 22, 2013</b>	Tuesday: <b>Mississippi State Fire Academy; Pearl, MS</b> (limited to 50 attendees)
<b>November 20, 2013</b>	Wednesday: <b>Hattiesburg Police / Fire Training Academy; Hattiesburg, MS</b> (limited to 50 attendees)
<b>March 19, 2014</b>	Wednesday: <b>Mississippi State Fire Academy; Pearl, MS</b> (limited to 50 attendees)
<b>June 18, 2014</b>	Wednesday: <b>Mississippi State Fire Academy; Pearl, MS</b> (limited to 50 attendees)

**SALES AND SET-UP EDUCATIONAL SEMINAR  
MEMORANDUM  
July 9, 2013  
Page 2**

The program will begin promptly at **8:30 A.M.** and end at **5:00 P.M.** (Attendees will be on their own for lunch).

**YOU MUST BE PRE-REGISTERED TO RECEIVE A CERTIFICATE**

Please **complete and return** the enclosed Pre-Registration Form **10 days** prior to date attending.

These Seminars and the Seminars sponsored by the Mississippi Manufactured Housing Association (MMHA) will be applied toward the Continuing Education Credits (CEUs) as set forth in the Rules and Regulations for the Factory-Built Homes Law, Section 202 (V) and Section 203 b(AB).

**Please be advised that failure to attend sales and set-up educational seminars will affect renewal of your privilege license.**

**YOU MUST BE PRE-REGISTERED TO RECEIVE A CERTIFICATE AT THE ABOVE SEMINARS.**

**DIRECTIONS:**

- Tupelo, MS:           **Itawamba Community College;** 2176 South Eason Blvd., Technical Education Bldg., Tupelo, MS 38804.
- Hattiesburg, MS:      **City of Hattiesburg Police/Fire Training Academy;** 53 Academy Drive, Ste. 1, Hattiesburg, MS 39401. Take Hwy. 49 South (of Hattiesburg) turn on J. M. Tatum Industrial Drive; travel 2.0 miles - turn right on Academy Drive (toward airport) travel 0.3 miles. Academy is on right. (Park in open lot across road from Academy).
- Pearl, MS:            **MS State Fire Academy;** From I-20, take Exit 52, Airport Rd., Jackson-Evers International Airport exit, turn south. Take your first right onto Old Whitfield Road, which is about 200 feet past I-20. Stay on Old Whitfield Road until you see the back of an old DC-9, which is used in training. You will pass most of the Academy until you come to the front gate, which will be on the left.

**SALES AND SET-UP EDUCATIONAL SEMINAR  
MEMORANDUM  
July 9, 2013  
Page 3**

We are looking forward to seeing you at one of the scheduled seminars.

**NOTE:      SALES PERSONNEL ARE REQUIRED TO ATTEND EIGHT HOURS  
WITHIN THE FIRST YEAR OF HIRE AND EIGHT HOURS EVERY THREE YEARS  
**THEREAFTER.****

**INSTALLER/TRANSPORTERS (OWNERS AND ALL EMPLOYEES) ARE REQUIRED  
TO ATTEND EIGHT HOURS EACH LICENSURE PERIOD (JULY 1<sup>st</sup> THROUGH JUNE  
30<sup>th</sup> OF THE NEXT YEAR).**

If you have any questions, please contact our office at (601) 359-1061.

Enclosure

**SALES AND SET-UP EDUCATIONAL SEMINAR  
PRE-REGISTRATION FORM  
(YOU MUST BE PRE-REGISTERED TO RECEIVE A CERTIFICATE)**

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Please indicate if you are sales personnel or an installer/transporter:**

☐ **Sales**      ☐ **Installer / Transporter**

**The program will begin promptly at 8:30 A.M. and end at 5:00 P.M. each day.  
(Attendees will be on their own for lunch).**

I will be attending:

- ( ) Wednesday, **September 25, 2013** in Tupelo, MS  
Location: **Itawamba Community College, Tupelo Campus**  
(limited to 50 attendees)
- ( ) Tuesday, **October 22, 2013** in Pearl, MS  
Location: **MS State Fire Academy**  
(limited to 50 attendees)
- ( ) Wednesday, **November 20, 2013** in Hattiesburg, MS  
Location: **Hattiesburg Police / Fire Training Academy**  
(limited to 50 attendees)
- ( ) Wednesday, **March 19, 2014** in Pearl, MS  
Location: **MS State Fire Academy**  
(limited to 50 attendees)
- ( ) Wednesday, **June 18, 2014** in Pearl, MS  
Location: **MS State Fire Academy**  
(limited to 50 attendees)

**You may fax your registration form to 601-359-1076 or you may mail  
your registration form to: **State Fire Marshal's Office, Post Office  
Box 79, Jackson, MS 39205-0079****